

SPRING 2010 ROOM RESERVATION PROCESS

STEP 1. PAY YOUR \$150 ROOM DEPOSIT IF YOU CURRENTLY RESIDE ON CAMPUS (INCLUDING STUDENTS ASSIGNED TO ARDEN'S RUN OR TALON'S SQUARE BY RESIDENCE LIFE). STUDENTS THAT DO NOT HAVE UNIVERSITY HOUSING FOR THE FALL 2009 SEMESTER MUST PAY \$300.



PAYMENT OPTIONS

Cash or Credit Card- Report to the Office of Residence Life (ORL) Community Center and use the Hawk Cash Center Machine. It is highly recommended that you use the Hawk Cash Center Machine in the ORL to ensure your funds are placed on your room deposit account. Come to the ORL with your HAWK Card to have it swiped and funds will be credited for the room deposit.

Hawk Campus Center (online) - Log on to your account using the HAWK Campus Center (www.umes.edu/auxiliary) ⇒ Select Accounts ⇒ Add to Accounts ⇒ Select Room Deposit ⇒ Enter your credit card information ⇒ Click Go. Come to the ORL with your Hawk Card so it can be swiped and funds will be credited for your room deposit.

Hawk Card- Log on to your account using the HAWK Campus Center (www.umes.edu/auxiliary) ⇒ Select Accounts ⇒ Transfer Funds ⇒ Enter the amount to be transferred ⇒ Click from your Hawk Express to Room Deposit Account ⇒ Click Go. Come to the ORL with your Hawk Card so it can be swiped and funds will be credited for your room deposit.

Check- Go the HAWK Center (SSC, 2nd floor) weekdays between the hours of 8am-3pm. Come to the ORL with your Hawk Card so it can be swiped and funds will be credited for your room deposit.



STEP 2. COME TO THE ORL WEEKDAYS BETWEEN 9AM-3PM AND SIGN A HOUSING CONTRACT.

RESERVATION DATES. These are the dates to come to the ORL. You must sign a housing contract in order to receive a room.

October 26th- November 6th is for students who wish to reserve the **same** room in which they currently reside. If you do not reserve the same room during these weeks, do not expect to receive it later as your spring room assignment. This period is also for students receiving the Guaranteed Access Grant, Paraprofessionals, Full Scholarship Athletes and Honors Students who wish to reclaim the **same** room. **Note: To receive a room deposit deferment (no money required), your name must appear on a list from the department or advisor who sponsors you. If your name is not on the list, you will be required to pay the room deposit.**

November 16th- November 20th is for students who wish to reserve a **different** room for the spring semester and **commuting students** who wish to reside on campus.

All debts to the University must be paid by January 15, 2010. Residents who owe the University after this date may have their room reservations cancelled.